

WELFARE RIGHTS INITIATIVE

Tips to Help You Deal with the Welfare Agency

KEEP ORIGINALS AND COPIES OF ALL PAPERWORK

This includes but not limited to:

- the call-in notices/appointments
- all messages from HRA
- keep all envelopes as proof of postmark date
- documentation concerning
 - ✓ school
 - ✓ transportation
 - ✓ childcare
 - ✓ medical issues that may involve the welfare agency

KEEP NOTES ON YOUR CONVERSATIONS

- at each center visit, try to get something signed and dated
- write notes about any meeting while its fresh in your mind—what did you say? What did the worker say?
- keep notes of your phone conversations

GET THE NAME AND PHONE NUMBERS

- of your worker
- of his or her supervisor
- of the center's assistant director and director

DON'T SAY "I REFUSE WEP" OR "I NEED AN EXEMPTION"

- the city is keeping records of what you say
- say something like " I am willing to accept a WEP assignment but...."
 - I need WEP to work around my schedule
 - I need WEP closer to my school
 - I need WEP closer to my home
 - I need WEP to accommodate my class schedule
 - My preference is to remain in school
 - I do not have childcare

IF YOU RECEIVE A NOTICE OF INTENT LETTER, YOU MUST REQUEST A FAIR HEARING BEFORE THE EFFECTIVE DATE. FAX THE FAIR HEARING REQUEST RIGHT AWAY.

- keep a copy of the fax transmission sheet as proof of your actions
- if you don't have access to a fax machine ask student affairs/services to let you use one.
- send a message to the commissioner of Human Resource Administration at:
<http://www.nyc.gov/html/mail/html/mailhra.html>

Welfare Rights Initiative (WRI) is a student activist and community leadership training organization located at Hunter College. WRI advocates for increased access to education and training for people receiving public assistance.
**CALL WRI TODAY TO ATTEND THE NEXT "KNOW YOUR RIGHTS TRAINING"-
212-650-3592. TRAININGS ARE HELD ON THE FOURTH WEDNESDAY OF EVERY MONTH, 1-3PM
AT HUNTER COLLEGE- 68TH Street/Lexington Ave, NYC.**

Information derived from campus training conducted by law students enrolled in the Economic Justice Project at CUNY Law School. WRI has a unique collaborative partnership with CUNY Law School that has allowed over 4000 students at both two and four year colleges to continue their college studies.